



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 01-Feb-05

G2. GRANTS, LOTTERIES COMMISSION.

G2.1 Statement.

The Lotteries Commission of WA (Lotterywest) provides funding by way of a grant from the Lotteries Community Funding Grant pool to many community organisations annually, and The Scout Association of Australia, Western Australian Branch (“the Association”) is one of the beneficiaries of that funding.

G2.1.1 The current value of the grant is \$100,000.00.

G2.1.2 The grant is administered by the Branch Office.

G2.2 Procedures.

Grants approved under this facility are administered within the standard financial year of 1 July of one year to 30 June of the following year.

G2.3 Annually in July of one year the Branch Office will advise all formations of the availability of the grant and accordingly each formation should consider if it wishes to apply for a grant in this round of funding.

G2.3.1 Lotterywest grants to formations are based on a dollar for dollar contribution and the main purpose of the grants is to assist with the purchase of equipment or capital expenditure to be used in the upgrade of Scout Halls.

G2.3.2 The outcome of the submission will not be known until some months later, however, formations must ensure that the contribution to the project are set aside and ready for when the approval is received.

G2.3.3 There is no guarantee, however, it may be possible for formations to receive full funding for a project.

G2.4 Each formation wishing to apply for a grant are to contact the Branch Office and request an application form, which will then be provided to the formation to complete and submit.

G2.4.1 A copy of the current application form is attached to this section as attachment G1A.

G2.5 The formation must submit the application together with at least two written quotes for each item to be purchased to Branch Office by no later than the close of business on the last working day of September of that year.

G2.5.1 No late applications will be accepted.

G2.5.2 Each application must ensure that quotes are clear and identical.

G2.5.3 All questions on the application form must be completed as a lack of information will jeopardise the likelihood of approval.

- G2.6 The Branch Office is to contact Lotterywest and request a copy of the Grant Application Information Pack or download the pack from the Lotteries website which is currently www.lottery.wa.gov.au.
- G2.7 On 1 October annually and following receipt of all submissions the Branch Office will collate the information and forward a summary sheet of the relevant applications to the Chief Commissioner for distribution to a prioritisation Working Party.
- G2.7.1 The working party will work with the General Manager to formulate the submission.
- G2.7.2 Once finalised the submission will become an agenda item for the October meeting of the Chief Commissioners Council for ratification.
- G2.7.3 Under no circumstances should the timing of the grant application be delayed by any dispute or non support.
- G2.8 Once ratified the Branch Office will finalise the preparation of the information for the submission of the grant application to Lotterywest for consideration.
- G2.8.1 The grant application will be submitted to Lotterywest by no later than the close of business on the last working day of October of that year.
- G2.9 It is anticipated that the application for the grant will be considered by Lotterywest at a Board meeting, in a timeframe of approximately four months from the date of lodgment by the Branch Office.
- G2.9.1 Formations are not to contact Lotterywest at any time during the consideration process.
- G2.9.2 Progress on any grant will be provided to the Branch Office by Lotterywest and in turn any information concerning the grant will be provided by the Branch Office to a formation.
- G2.10 It could be expected that the outcome of the grant application would be known by the end of February of the following year.
- G2.11 Following written advice received from Lotterywest, the Branch Office will advise each formation of the outcome of their application in writing and the amount approved.
- G2.11.1 Confirmation of approval will contain the following;
- a) Confirmation of the price and purpose of the program,
 - b) Confirmation the amount of grant approved.
 - b) Advice of grant acquittal requirements within 3 months.
 - c) Advice that monies not acquitted within the time frame will be returned to Lotterywest.
 - d) Advice that purchases are to made through the Branch Office with purchase orders being issued by the Branch Office to the suppliers and an instruction that the original Invoice/s must be forwarded direct to the Branch Office for payment.
- G2.11.2 A copy of the approval letter is attached to this section as attachment G1B.
- G2.11.3 A copy of the confirmation of grant is attached to this section as attachment G1C.

- G2.12 Each formation is then to arrange for the purchase of items within three months of approval so as to ensure that the total grant is acquitted prior to the end of June of that year.
- G2.12.1 Purchase orders will be provided by the Branch Office for all items approved for purchase under the grant and invoices must be forwarded to the Branch for payment so as to ensure proper acquittal of all grant monies.
- G2.13 It is important to note that delays in acquitting any grant will delay the consideration by Lotterywest of any further grants submitted by the Association.
- G2.13.1 It is imperative that, where a delay in the acquittal of a grant is experienced by the due date (30 June), then the formation must ensure advice is provided to the Branch Office as soon as possible, in order that either an extension of time may be granted or, in the case of the inability to acquit the grant, then the funds may be re-allocated. This re-allocation will be arranged between the Branch Office in consultation with Lotterywest.
- G2.14 To ensure that all matters are attended to an action follow up sheet is attached to this section as attachment G1D and outlines the procedures that are to take place to ensure the successful administration of each formation's grant.
- G2.15 Two accounts operate within the Administrative Services Division for the accounting processes of the grant.
- G2.15.1 Account 7005 – Lotteries Account is for the payment of, and re-imburement to, all accounts paid for purchases associated with the grant.
- G2.15.2 Account 7006 – Lotteries Account Groups is for the receipt of any portion of the formation's contribution to the grant and is to be credited with the amount less GST. Once payments have been made from Account 7005, then a transfer is to be made to it from Account 7006 to clear the payment.
- G2.15.3 Any funds made by the formations and surplus to the requirement of grant payments will be returned to the relevant formation once the grant has been acquitted.
- G2.16 Lotterywest will only deal with the parent body of any organisation in relation to grants of any type and therefore individual formations are to refrain from contacting Lotterywest for funds for other projects.